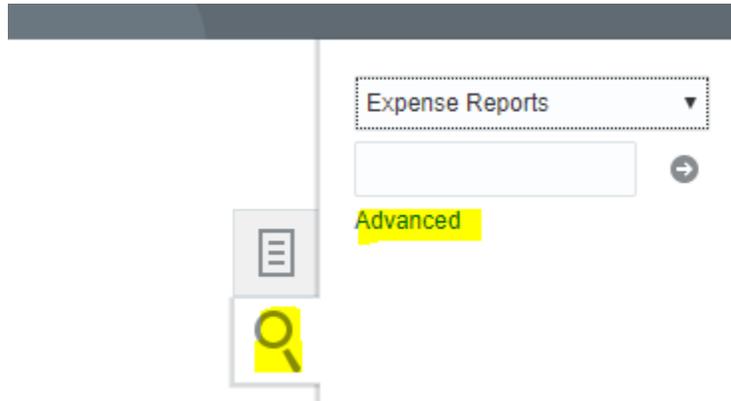


JOB AID – VIEW PAID EXPENSE REPORTS

After an expense report is fully processed, it may no longer be visible under the Expense Reports box. Follow these steps to view a list of completed expense reports.

- 1) Click on the magnifying glass icon.
- 2) Select "Advanced".



- 3) This will show you a list of expense reports that were saved or submitted in the past 6 months.